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## ***What are Subdivisions and Administrative Resubdivisions?***

A subdivision is the division of a parcel of land into two or more lots or parcels.

Resubdivisions may include, but are not limited to, combining of lots, dividing a lot between adjacent lots and alterations or changes of lot lines.

There are two main differences between subdivisions and administrative resubdivisions:

First, subdivisions result in a net gain of parcels, while resubdivisions result in no change in the number or a net loss of parcels.

Second, subdivisions must go before the Planning Commission and City Council for approval, while resubdivisions are approved administratively by the Director of Development.

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## ***What must be included in a Subdivision or an***

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## ***Admin. Resubdivision submission?***

- A completed “Subdivision/Resubdivision” application, which may be obtained at the Department of Development.
- For a resubdivision, eight (8) copies of a “boundary line adjustment” (BLA) plat that complies with the requirements outlined in Articles 6-15 and 6-16 of the Subdivision Ordinance.
- For a subdivision, eight (8) copies of the subdivision plats on 17” x 22” sheets that follow the guidelines set forth in Article 6-13 of the Subdivision Ordinance.
- Subdivisions have a \$250 application fee. Administrative resubdivisions have a \$50 application fee.

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## ***What are the steps in the review process for a Subdivision?***

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1. The subdivision plats, application form, and fee are submitted to the Department of Development. The Department circulates the plats to other city departments and agencies for review.
  2. After all comments are received and necessary revisions are made to the plat, it is scheduled on the agenda of the Planning Commission for consideration.
  3. Following the Planning Commission’s action and recommendation, the plat is placed on City Council’s agenda for consideration.
  4. After final approval by City Council, two (2) mylar copies and eight (8) paper copies of the final plat are submitted to the Department of Development. The plats are signed by the Chairman of the Planning Commission and the Mayor.
  5. A paper copy of the approved plat must be recorded with the Circuit Court within six (6) months. Failure to do so will make the approval null and void. The Council may, on written request from the subdivider, grant a time extension of this.
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## ***How long is the Subdivision process?***

The process usually takes two and a half (2 ½ ) months.

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## ***What are the steps in the review process for an Admin. Resubdivision?***

1. The resubdivision plats, application form, and fee are submitted to the Department of Development.
2. The Department circulates the plats to other city departments and agencies for review. Any necessary revisions are made to the plat.
3. Two (2) mylar and eight (8) paper copies of the revised plat are submitted to the Department. The Director of Development will approve and sign or deny the plat.
4. A paper copy of the approved plat must be recorded in the City Clerk's Office of the Circuit Court of the City of Hopewell within six (6) months of the date of approval or it will be void.

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*The applicant may appeal the Director's decision to the Planning Commission. The Commission will have sixty (60) calendar days from official receipt of the appeal to make a final decision on the appeal. If the Commission does not act within the sixty (60) days, the Director's decision will be upheld and final.*

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## ***How long is the Admin. Resubdivision process?***

The process usually takes under one (1) month.

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For additional information:

**Department of Development**  
300 N. Main St.  
Hopewell, VA 23860  
(804) 541-2220

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# ***Subdivisions and Administrative Resubdivisions***



## **Land Development Brochure**

*Updated July, 2004*

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